Sage Instant Range

- Sage Instant Accounts
- Sage Instant Payroll

Why Sage Instant Accounts?

With a new or small business, we know your time's better spent running your business rather than doing your accounts. However, you still need to keep track of your finances.

Sage Instant Accounts is designed to make managing your money as quick and easy as possible. VAT, end of year accounts, invoicing, day-to-day transactions – all those finance and admin tasks that you need to stay on top of. In each case, you'll have the information you need to manage your business right at your fingertips.

How can it help my business?

You don't need any accounting experience to use Sage Instant Accounts. It's easy to use, with help to get you up and running and show you every step of the way. It's suitable for a wide variety of small businesses and simple to set it up to suit yours.

Get an **instant Dashboard** view of your business trading position

Managing your money is now even easier, thanks to the **new Dashboard**. Whether it's taking and processing **card payments***, **recording till takings**, or getting an **instant view of your business trading position**, vital information about your customers, suppliers and products is stored in one place.

Plus, you can run reports to see who is paying on time, and instantly see what money is owed in and what money is owed out – useful when prioritising which late payers to chase.

In addition, the **new Diary** within Sage Instant Accounts works with Microsoft® Office Outlook, so it's easier to log tasks, add reminders, and generally be that little bit more productive.

*Additional charge applies

Create, customise, control

You can create quotations and then convert them to invoices and customise them with your logo and contact details too.

It's also easy to **apply flexible discounts** to help you win business and to **check invoice and quote profitability - before you commit to them.**

The software lets you perform all kinds of useful tasks with your data, including profit and loss and balance sheet generation. You can also check and add reports to your favourite list to help you manage your business.

With all this flexibility and information at your fingertips, you'll find it's easy to keep track of your finances.

It pays dividends with VAT and tax

Let's face it, no-one really likes doing tax or VAT returns. But they can now be done easily and quickly – and with extra peace of mind that everything is where it should be, when it should be.

You'll be able to submit VAT returns online to the HM Revenue and Customs, generate an EC sales list or calculate reverse charge VAT. Plus Irish VAT returns too, if you need to. **Everything that has to be done can be done – quickly, easily and accurately**.

It's also easy to share information electronically with your accountant. Even better, you can both continue to work on the accounts at the same time. It's just another way to help you be that little bit more productive.

Feel at home with your software

Relax. With Sage Instant Accounts, it doesn't matter how much or how little you understand about managing your accounts – we've packed it full of useful help and advice.

It not only shows you what to do, but explains why you need to do it and what will happen next. And everything's accessible from the Welcome page, so you'll always know where to find it.

Set up to suit your business

When you start using Sage Instant Accounts, you'll need to enter your company details – and you can now do it in a few easy steps. Just answer a few questions and select the right options for your business - there are hints and tips to help.

Plus there's a really simple and useful link that will take you through everything. Just click 'what do I do first'.

Practice area

The **practice area** is the perfect place to try out unfamiliar features or refresh your memory. It allows you to **set up new customers**, **create invoices** and learn how to use all the tools that Sage Instant Accounts provides without disrupting your day-to-day business – or worry about getting something wrong.

There are all kinds of tools for you to use whenever you like, as well as **video demonstrations** of key tasks which you can play, pause and replay if you need to. There's even a demonstration company, complete with realistic data, to test things out before you get to grips with your own facts and figures.

Helping you stay up to date with Health and Safety

Keeping track of Health and Safety legislation isn't easy, given they change so often. Sage Instant Accounts now includes **one year's free Health & Safety Advice Standard Online support**. This service advises you of any changes and offers practical guidance to help you stay compliant.

Sage Instant Accounts

Here are some of the features to help you...

Get up and running

- Easy to set up and use
- View video demonstrations
- Learn in practice mode or view demo data
- 45 days' free award-winning telephone support
- SageCover Online support
  - One year's email and web based support
  - One year's Health & Safety Advice Standard Online support

Manage your customers and suppliers

- Find contact details quickly and easily
- Create quotations and invoices
- Apply flexible discounts to win business
- See who owes you money and when it's due
- Check profitability of each invoice and quote before you commit
- Receive and process card payments*
- Record till takings
- The in-built Diary works with Microsoft® Office Outlook, so you can log tasks and add reminders

*Additional charge applies

Control your finances

- The new Dashboard lets you view your business trading position at a glance
- Share information electronically with your accountant
- Easily correct mistakes
- Prepare VAT returns
  - Submit VAT online to the HMRC
  - e-Payments
  - EC – sales list
  - Reverse charge VAT
  - Manage Irish VAT

Till transactions made simple

Why Sage Instant Payroll?

When you're running a new or small business, make sure people get paid correctly and on time to keep everyone happy. Sage Instant Payroll can help you pay your people quickly, easily and accurately, leaving you to concentrate on your business.

Pay people quickly, easily and accurately

Designed specifically for small businesses in the UK, Sage Instant Payroll is **simple**, **easy to use software**. It helps you process wages without the need to understand the complexities of payroll legislation.

Once you've entered your employees' payment details, it automatically calculates tax, National Insurance, pensions and sick pay. And it's accredited to HM Revenue & Customs' payroll standard.

Sage Instant Payroll also includes access to our **HR Advice Standard Online service**. This service translates HR legislation into plain English, offering practical guidance and documents on managing your people.

If you've got 10 employees or less and want to stay on top of ever-changing payroll legislation, Sage Instant Payroll makes it simple.

Sage Instant Payroll

Here are some of the features to help you...

Get up and running

- Easy to set up and use
- Helpful guides to key tasks
- 45 days' free award-winning telephone support
- SageCover Online support
  - One year's email and web based support
  - One year's HR Advice Standard online

Manage your people

- Create and maintain employee records
- Track holidays and absence
- Process paperwork or leavers

Control your payroll

- Pay your people the right amount on the right day
- Calculation of statutory payments i.e. maternity pay, sick pay etc.
- Print payslips
- Complete your payroll quickly and easily
- Make secure electronic payments to employees and HMRC

- Post salary journals to Sage Instant Accounts and Sage 50 Accounts
- Submit in-year forms to HMRC electronically
- Step-by-step guides to help you manage Year End payroll
- Submit Year End forms electronically

Free HR Advice Standard Online

SageCover Online support

As well as all the help provided within your software, Sage Instant Accounts and Sage Instant Payroll now come with the reassurance of SageCover Online support for one year.

That means you'll be able to search through thousands of answers to frequently asked questions and helpful articles in our online database, Ask Sage. It's available online whenever you need it.

And if you can't find what you're looking for, simply email our technical support team and we'll aim to get back to you within one working day.*

* Service levels vary

Choosing the right software

Sage Instant Accounts

Specifically designed for small businesses, this software helps you keep track of your money, manage your bookkeeping, invoicing and administration, as well as complete your VAT returns quickly and easily.

Sage Instant Accounts comes with one year's SageCover Online support - meaning you can find answers to your questions on our online database, or email our experts and we'll aim to get back to you within one working day.[1]

Sage Instant Accounts Plus

Sage Instant Accounts Plus offers all the benefits of Sage Instant Accounts and the tools to help you manage your stock. This software is also ideal for businesses where two people[2] need access to the company accounts.

Sage Instant Payroll

Designed specifically for small businesses in the UK, Sage Instant Payroll is simple, easy to use software. It helps you process your employees' wages[3] without the need to understand the complexities of payroll legislation.

Sage Instant Payroll now includes one year's HR Advice Standard Online. This service translates HR legislation into plain English, offering practical guidance and documents on managing your people.

1 Service levels may vary
2 Additional costs apply
3 Maximum 10 employees

Sage Instant Packages

Sage Instant Financial Package

When you're running a new or small business, you need to keep track of your finances and make sure your people get paid correctly and on time.

Sage Instant Financial Package brings together all the benefits of Sage Instant Accounts and Sage Instant Payroll, helping you do both with minimum effort, and giving you more time to focus on running your business.
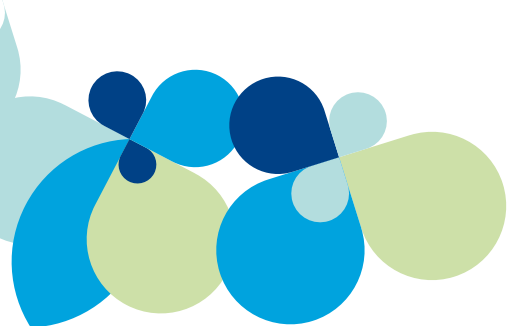
Sage Instant Business Package

Sage Instant Business Package helps you to manage your finances, your people and your customers.

This package includes Sage Instant Accounts, designed to make managing your money, including VAT and end of year accounts, as quick and easy as possible. There's also Sage Instant Payroll, to make sure your people get paid correctly and on time.

Finally, it includes the world's best selling contact management software, ACT! by Sage, which helps you build relationships with your customers and target sales.

Related software and services

Sage Training

Whether you're just setting up in business or have years of experience using Sage software, we can help you get to grips with the new stuff or polish up your skills. From classroom courses to self-study and online options, we're sure you'll find a course that suits you.

You can see our full range of courses at **www.sage.co.uk/trainingcatalogue**

Sage Stationery

It's the little things that make the difference, like professional-looking statements, invoices and compliment slips. Make sure your business image makes an impact with Sage Stationery.

Visit **www.sage.co.uk/stationery** to view our online stationery catalogue.

If you would like more information or would like to buy any software or services, call

New Customer
0800 44 77 77

Existing Customer
0800 33 66 33

For your nearest
Business Partner call
0845 111 77 33

Or buy online at
www.sage.co.uk/store

If you would like this information in an alternative format,

please contact Customer Care on **0845 111 66 66**

or email **access@sage.com**

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